

DUTY STATEMENT

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services		POSITION NUMBER (Agency – Unit – Class – Serial) 042-060-5780-XXX				
UNIT NAME AND CITY LOCATED CCHCS Privacy Office 8280 Longleaf Drive, Building D Elk Grove, CA 95758		CLASSIFICATION TITLE Attorney IV				
		WORKING TITLE Attorney IV				
		COI Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	WORK WEEK GROUP SE	CBID R02	TENURE P	TIME BASE FT
SCHEDULE (WORKING DAYS AND WORKING HOURS) a.m. to p.m. (Approximate only for FLSA exempt classifications)		SPECIFIC LOCATION ASSIGNED TO 8280 Longleaf Drive, Elk Grove				
INCUMBENT (If known)		EFFECTIVE DATE				
YOU ARE A VALUED MEMBER OF THE CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES' (CCHCS) TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE CCHCS TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF CCHCS' MISSION.						
PRIMARY DOMAIN:						
Under general direction CCHCS Office of Legal Affairs Assistant Chief Counsel and indirectly reporting to the Chief Privacy Officer (CPO), the Attorney IV serves as a high-level advisor to the CCHCS Privacy Office on behalf of the Receiver appointed by the United States District Court in the case of <i>Plata v. Newsom</i> . Duties and assignments involve legal review of highly sensitive and complex privacy/information security incidents and written and verbal communication to leadership and all staff to assist in or recommend corrective or disciplinary action for staff-related incidents; coordination with other agencies in litigation or investigations of privacy-related incidents; review of notifications or communications required under state and federal law for unauthorized disclosures; and coordination with CCHCS Human Resources, Labor Relations, Performance Management and/or Disability Management units for information security related incident mitigation. Performs legal research as required to perform these functions. This position supports the overall mission in the operation of a comprehensive privacy program, which supports the federal court's receivership charged with developing and implementing a system to provide constitutionally adequate healthcare to inmates housed inside and outside California. This position may require travel, including to correctional institutions.						
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use addition sheet if necessary)					
ESSENTIAL FUNCTIONS						
35%	Reviews and analyzes information security incidents involving data under privacy office oversight. Assists with drafting risk assessments and advises hiring authorities of incidents requiring investigations. Performs legal reviews of all privacy reports to oversight agencies. Reviews notifications or communications required under state and federal law for unauthorized disclosures to affected individuals. Assists in recommending corrective or disciplinary action or remediation for staff-related incidents. Coordinates appropriate response to incidents involving contractor and/or Business Associate (BA) related incidents, including directing mitigation efforts of the contractor or BA. Coordinates with other agencies in litigation or investigations of privacy-related incident. Communicates to all areas of the organization verbally or in writing, including executive leadership and/or institutional staff. Performs legal research as required to perform these functions.					

30%	Performs de-identification review of documents prior to release, including providing advice to programs as required to CCHCS units to requests for information, audits, document production, subpoenas, or reviews by oversight entities. Performs legal research as required to perform these functions.	
15%	Coordinates with the CPO or designee to draft, edit, develop, and review of system-wide privacy training, role-based training for providers, and regularly updates training curriculum as required by state and federal law. Provides training as required. Performs legal research as required to perform these functions.	
15%	Advises and coordinates with CCHCS Human Resources, Labor Relations, Performance Management and/or Disability Management Units for information security related incident mitigation or corrective action/discipline. Performs legal research as required to perform these functions.	
5%	Ad hoc assignments as required. Performs legal research as required to perform these functions.	
	<p>KNOWLEDGE AND ABILITIES</p> <p><i>Knowledge of:</i> Legal research methods and performing research; legal principles and their application; scope and character of California statutory law and of the provisions of the California Constitution; principles of administrative and constitutional law; trial and hearing procedure; and rules of evidence; court procedures; administrative law and the conduct of proceedings before administrative bodies; legal terms and forms in common use; statutory and case law literature and authorities; provisions of laws and Government Code sections administered or enforced, state privacy and information security law and policy, and federal privacy law, including the Health Insurance Portability and Accountability Act.</p> <p><i>Ability to:</i> Research; analyze, appraise, and apply legal principles, facts, and precedents to legal problems; analyze situations accurately and adopt an effective course of action; prepare and present statements of fact, law, and argument clearly and logically in written and oral form; prepare correspondence involving the explanation of legal matters; draft opinions, pleadings, rulings, regulations, and legislation; negotiate effectively and conduct crucial litigation; work cooperatively with a variety of individuals, organizations and maintain the confidence and respect of others; and work effectively under pressure.</p> <p>SPECIAL PHYSICAL CHARACTERISTICS</p> <p>Must be able to work long and arduous hours.</p>	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE